

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 0737

FLSA: Non-Exempt

CLASSIFICATION TITLE: G.I.S. SPECIALIST

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide assistance in developing and maintaining the geographic information system (G.I.S.).

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Collects data from field and other sources, and keys data into computer; designs, plots, and produces maps from collected and digitized data.

Develops and manages automated map libraries and data dictionaries, including digitized maps, aerials, and other geographic information.

Assist with database design, implementation, and development of analytical G.I.S. procedures and custom command menus.

Uses computer-aided design (CAD) for management and completion of infrastructure-related projects which includes preparing construction plans, locating benchmarks and property lines, and producing spreadsheets; assists taxpayers with stormwater fee questions.

Researches property records, deeds, and other documentation, and interprets data to locate features.

Transfers surveyors field book data in to plan drawings;

Conducts site inspections of property for fee evaluation; incorporates information from site inspections into drawings.

Assists in preparing user manuals for applications; helps resolve computer user difficulties.

Performs other related tasks such as data entry, survey data file editing, and street list production.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Vocational/Technical degree with training emphasis in Geographic Information Systems, Computer Applications, or other closely related field; supplemented by one (1) to two (2) years previous experience and/or training involving G.I.S. operations or computer-aided design; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Possession and maintenance of a valid Tennessee driver's license preferred.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, odors, humidity, rain, temperature extremes, or traffic hazards.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.